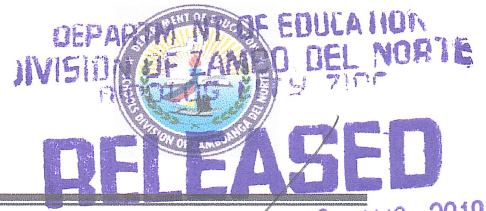




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Zamboanga Peninsula, Region IX  
Division of Zamboanga del Norte  
Dipolog City 7100



**MEMORANDUM**

03 AUG 2018  
DATE: \_\_\_\_\_  
BY: \_\_\_\_\_  
NAME/SIGNATURE

To : Public Schools District Supervisors  
Elementary/Secondary School Heads  
Division Information Team (d'iteam) Correspondents

From : Office of the Schools Division Superintendent

Subject: **ONE-DAY CONFERENCE AMONG DIVISION INFORMATION TEAM (d'iteam) EDITORIAL BOARD**

Date : August 2, 2018

1. This is to inform the concerned PSDSs and School Principals of the one-day conference among the Division Information Team (d'iteam) in connection with the production of the monthly newsletter issues of the ZN FOCUS for S.Y. 2018-2019 on August 14, 2018, Tuesday at the Division Canteen.

2. The objectives of this conference are to:

- a. review the delineation of function of each staff as clearly defined in their designation orders granted by the division office,
- b. discuss the year-round activities of the department (central, region and division levels) as basis of the articles for the division newsletter (ZN FOCUS),
- c. remind the staffers to tap their journalists in writing articles for the division newsletter,
- d. include local events that the constituents of the ZN Division may enjoy,
- e. provide valid and reliable information about ZN division's updates and initiatives through press releases in a form of media practitioner's gathering or press briefing,
- f. establish connections among people from all walks of life in the community;
- g. post a timetable for the submission of articles to avoid delay in the monthly publications,
- h. orient incoming writers and incoming additional cartoonists of their respective tasks, specially the newly trained School Paper Advisers (English) and
- i. conduct lectures on layouting.

3. Following is the composition of the ZN FOCUS Editorial Board:

Editor-in-Chief	-	Ellen A. Olario MT-II, Polanco NHS
Associate Editor/Layout Artist-		Merelyn M. Aranas MT-I, Rizal NHS

Literary/Features Editor	-	Mary Grace D. Agias T-II, Katipunan NHS
Cartoonist	-	Julito M. Los Baños MT-I, Katipunan NHS
		Sean S. Mascardo (incoming) T-III, Manukan West CS
		Ruben C. Enoy (incoming) P-II, Lingasad
Sports Editor	-	Rizaldo E. Calunsag HT-I, SNAS
Photojournalists/Writers/ Related Tasks	-	Shuhahi S.R. U. Wabe T-II, Salug CS
		Romel V. Banga T-II, Liloy CS
		Xyza Lorraine Rodrigo (incoming) T-I, Sindangan NHS
		Marbin A. Tubat (incoming) T-I, Sergio Osmeña NHS
		Michael Alibangbang T-III, Kipit Agro-Fishery HS
		Perlita D. Gerzon MT-II, Katipunan CS
		Iryne M. Albacite MT-I, Katipunan CS
		Isagani M. Tamin T-III, Salug CS
		Hazel Ranjith Registrar Polanco NHS
		Alma Elagor (incoming) Piñan NHS
		Mon Rey B. Duran T-II, Liloy NHS
		Nelia S. Lim (incoming) Sergio Osmeña NHS
		Gina J. Ascabano MT, Siayan NHS
Adviser	-	Dr. Fe G. Iehone

Board of Consultants

Filma B. Catalan, Ed. D.  
Officer-In-Charge  
Assistant Schools Division Superintendent


Virgilio P. Batan, Jr., CESE  
Officer-In-Charge  
Assistant Schools Division Superintendent

4. To reiterate, the ZN FOCUS is a monthly publication newsletter and the monthly issues will be released every first week of the month. Copies of which will be available at our division office' website [www.depedzn.net](http://www.depedzn.net). Only the division personnel, PSDSs and stakeholders will be provided with hard copies of the newsletter.

5. Aside from the fifteen (15) interim d'team, this office had identified fifty one (51) teacher-correspondents (Elementary level) and sixty one (61) teacher-correspondents (Secondary level) with their names, schools and contact numbers on the attached lists a total of ONE HUNDRED TWELVE (112) external correspondents. In addition, the 78 newly trained school paper advisers (English) are obliged and advised to submit one (1) article per month. Their task is to work hand in hand with the internal correspondents by giving updates and feeding information about the monthly activities/accomplishments in their respective schools or districts. All these will be emailed directly to : ELLEN A. OLARIO – Editor-in-Chief (email add: [ellenolario@gmail.com/contact](mailto:ellenolario@gmail.com/contact) no. 09209634473) and MERELYN M. ARANAS, associate editor (email add: [msmamereelyn@yahoo.com/contact](mailto:msmamereelyn@yahoo.com/contact) no. 09982830420). For the districts or high schools without correspondents in the list, you are directed to send their names to DR. FE G. JEBONE (email add: [felakian@yahoo.com/contact](mailto:felakian@yahoo.com/contact) no.09197911415).

6. Travel, per diem and incidental expenses of the fifteen (15) internal d'team members relative to the conduct of monthly meetings every 1<sup>st</sup> Wednesday of the month are all subject to the usual accounting, auditing rules and regulations.

7. For information, compliance and widest dissemination.

  
**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent 